

# PESO starter kit: Guide to Understanding the Public Employment Service Office



The Public Employment Service Office (PESO), is a non-fee charging multi-service provider established and accredited pursuant to Republic Act 8759, otherwise known as the PESO Act of 1999. This institution is tapped by the Department of Labor and Employment (DOLE) to deliver employment related programmes, projects, and activities at the grassroots level.

The PESO caters to a wide range of clients which include jobseekers, employers, students, out-of-school youth, migrant workers, planners, policy makers, legislators, researchers, labour market information users, persons with disabilities, returning overseas Filipino workers (OFWs) and displaced workers. Its inclusive and public character is the very reason why the PESO is an effective conduit for the delivery of services that will aid in the creation of an enabling environment towards decent and productive work for all.

The PESO responds to a full range of employment services. This includes provision of career guidance and employment coaching, labour market information and analysis, and employment facilitation services. The full cycle approach of services and interventions provided by the PESO is explained by the PESO four-window model, as shown below:



Source: PESO starter kit: guide to understanding the Public Employment Service Office, 2012

## BENEFITS

- Explain the core functions and operations of the PESO and understand its institutionalization as summarized into ten steps based on good practices of institutionalized PESO
- Provide local chief executives (LCE) with relevant information to make informed choices in establishing and institutionalizing existing PESO
- Support the need to make employment promotion a regular and continuing activity at the community level
- Serve as advocacy material of the DOLE to institutionalize PESO across the country

# PROCESS

**Phase 2:**  
Setting up  
the PESO

**Phase 1:**  
Preparatory  
phase

- 1 THE PESO MANAGER-DESIGNATE CONVINCES THE LOCAL CHIEF EXECUTIVE TO INITIATE THE INSTITUTIONALIZATION PROCESS
- 2 THE LOCAL CHIEF EXECUTIVE FORMS A JOINT EXECUTIVE-LEGISLATIVE COMMITTEE TO STUDY FEASIBILITY OF PESO
- 3 COMMITTEE ASSESSES LOCAL LABOUR MARKET AND POLICIES; PREPARES STUDY ON FEASIBILITY OF PESO
- 4 COMMITTEE CREATES VISION FOR PESO AND PREPARES RESOLUTION/ORDINANCE
- 5 COMMITTEE FILES AND LOBBIES FOR ADOPTION OF RESOLUTION/ORDINANCE
- 6 LCE APPOINTS A FULL-TIME PESO MANAGER AND STAFF
- 7 THE LGU SETS UP AN OFFICE AND SYSTEM FOR THE PESO
- 8 LCE SIGNS MOA WITH DOLE AND OTHER PARTNERS
- 9 DOLE TRAINS PESO PERSONNEL
- 10 DOLE EVALUATES THE PESO

Source: PESO starter kit: guide to understanding the Public Employment Service Office, 2012

The PESO starter kit can be accessed through [http://www.ilo.org/manila/whatwedo/publications/WCMS\\_188006/lang-en/index.htm](http://www.ilo.org/manila/whatwedo/publications/WCMS_188006/lang-en/index.htm)



## COST

**P167,000**

cost to institutionalize a PESO

**For more Information, contact:**

**Bureau of Local Employment  
Department of Labor and Employment**  
6/F BF Condominium Bldg.,  
cor A. Soriano Avenue & Solana Sts.,  
Intramuros, Manila  
Tel: +63 2 5272453  
Fax: +63 2 5272421  
Website: [www.dole.gov.ph](http://www.dole.gov.ph)

**International Labour Organization  
Country Office for the Philippines**  
19th Floor Yuchengco Tower, RCBC Plaza  
6819 Ayala Avenue, Makati City  
1200 Philippines  
Tel: +632 5809900  
Website: [www.ilo.org/manila](http://www.ilo.org/manila)